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OFFICE OR STAFF		OFFICE CODE	REQUEST DATE		APPROVAL DATE		CONTROL NO.				
OCD		J	25 March 1953		31 March 1953		122		Page	of	Pages

DELETIONS			ADDITIONS			NET CHANGE	ORGANIZATION
ORGANIZATION AND POSITION TITLE	SERIES & GRADE	POSITION NO.	ORGANIZATION AND POSITION TITLE	SERIES & GRADE	POSITION NO.	NEW BR. & DIV. TOTALS	CODE (Machine Records)
LIBRARY DIVISION ANALYSIS BRANCH DEFENSE SECTION			LIBRARY DIVISION DOCUMENT BRANCH DISTRIBUTION SECTION			■	25X9A2
Intel Clerk-Typ	GS-301-4	619.02	Info Control Clerk	GS-301-4	655.07		
BOOK BRANCH EDITORIAL SECTION			Info Control Clerk	GS-301-4	655.08		
			Info Control Clerk	GS-301-4	655.09		
			(Place on T/O after slot # 655.06)				
Library Asst.	GS-1411-4	420.02					
Library Asst.	GS-1411-4	420.03					

(handwritten note)

Request of OCD

No change in Total or Ceiling

25X9A2

NEW OFFICE TOTALS				APPROVAL	
OFFICE TOTAL OFFICE CEILING	■	25X1A9a	The T/O changes listed above are hereby approved. Please make changes on office ... new machine printed T/O page(s) is ...		Chief, Class. & Wage Div.
					TITLE

FORM NO. SEP 1952 30-25

T/O CHANGE AUTHORIZATION APR 1 1953 (4-39)

SECRET

SECURITY INFORMATION

25 March 1953

MEMORANDUM FOR: Classification and Wage Division

ATTENTION: ███████████   25X1A9a

SUBJECT: Request for T/O Change

1. It is requested that three GS-4 clerical positions now allocated to the Analysis and Book Branches of the CIA Library be transferred to the Document Branch of the Library and reclassified Information Control Clerk, GS-4. These positions are:

> 619.02 - Intel Clk. Typist - GS-4, Analysis Branch
> 420.02 - Library Assistant - GS-4, Book Branch
> 420.03 - Library Assistant - GS-4, Book Branch

2. The workload of the Document Branch has reached the point where additional strength must be added. This additional support can only be supplied by the transfer of positions now allocated to this Office. The grades requested are in conformance with series now established in the Distribution Section, Document Branch.

25X1A9a

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Assistant Chief, Administrative Staff, CD

SECRET

SECURITY INFORMATION

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